

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/14/2011		2. CONTRACT NO. (If any) EP-W-11-016		6. SHIP TO: a. NAME OF CONSIGNEE Melinda Cross	
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO. PR-OEI-11-00883			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave NW MC 2812T	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: HEATHER TEED				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ-ALLEN & HAMILTON, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY McLean		e. STATE VA	f. ZIP CODE 22102	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OEI Planning, Resources & Outreach	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination			
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED						
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS							
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination							

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: Melinda Cross Max Expire Date: 01/31/2016 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$1,279,623.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$1,279,623.00
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/14/2011	CONTRACT NO. EP-W-11-016	ORDER NO. 0003
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 07/14/2011 to 01/31/2013 Base Period: Leadership Development Support for the Office of Environmental Information Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Accounting Info: 10-11-B-18PI-ZZZHF8R-2505-1118PIE004-0 01 BFY: 10 EFY: 11 Fund: B Budget Org: 18PI Program (PRC): ZZZHF8R Budget (BOC): 2505 DCN - Line ID: 1118PIE004-001 Funding Flag: Complete Funded: \$25,000.00				470,198.00	
0002	Option Period 1: Leadership Development Support for the Office of Environmental Information Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form (Option Line Item) Period of Performance: 02/01/2013 to 01/31/2015				532,097.00	
0003	Option Period 2: Leadership Development Support for the Office of Environmental Information Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form (Option Line Item) Period of Performance: 02/01/2015 to Continued ...				277,328.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,279,623.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
07/14/2011

CONTRACT NO.
EP-W-11-016

ORDER NO.
0003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	01/31/2016 The obligated amount of award: \$25,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

1. Base Period: 06/14/11 to 01/31/12

Base Period	PRIOR AMOUNT	CURRENT MODIFICATION	NEW AMOUNT
Ceiling:			
Estimated Cost	\$ 0.00	(b)(4)	
Fixed Fee	\$ 0.00		
Cost Plus Fixed Fee	\$ 0.00	\$ 823,230.00	\$ 823,230.00
Funded:			
Estimated Cost	\$ 0.00	(b)(4)	
Fixed Fee	\$ 0.00		
Cost Plus Fixed Fee	\$ 0.00	\$ 51,098.00	\$ 51,098.00

2. The limitation of funds clause has been modified as follows:**Base Period: 06/14/11 to 01/31/12**

- (a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee. The amount allotted for costs is estimated to cover the contractor's performance through **31 Aug 2011**.
- (b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

3. Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending approximately **31 Aug 2011**. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

4. The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-018) and their Task Order proposal.

Clauses for Task Order 3

All applicable terms and conditions of the contract EP-W-11-016 remain in full effect.

Section 1552.237-72: Key personnel

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

PROJECT MANAGER/LEADERSHIP COACH –

ADVISOR–

ORGANIZATIONAL DEVELOPMENT
SPECIALIST/LEADERSHIP COACH–

DEVELOPMENT RETREATS DESIGNER/
CERTIFIED MASTER FACILITATOR–

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

Leadership Development for the Office of Environmental Information

2. STATEMENT OF OBJECTIVES

2.1 OVERVIEW

Within the Office of Environmental Information (OEI), the Office of Planning, Resources and Outreach (OPRO) has overall responsibility for planning and conducting a Leadership Development Program for OEI. The purpose of this program is to provide OEI managers with the tools and skills they need to lead effective organizations. OPRO requires the assistance of Executive Coach(s) to conduct assessments, develop and conduct coaching programs, and plan and conduct developmental retreats.

2.2 OBJECTIVES

This section states the performance-based objectives relating to this specific task.

1. Provide OEI managers with the tools and skill they need to lead effective organizations
2. Improve the ability of OEI managers to work as a team
3. Encourage OEI managers to achieve higher leadership maturity levels
4. Provide OEI managers with the tools for coaching and developing employees

2.3 REQUIREMENTS

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order Objectives. The contractor shall address these requirements in the Technical Approach section of the proposal.

Task 1. Organizational Assessments

- A. Provide OEI senior managers with snapshots of their organizations, designed to diagnose and analyze workplace issues that limit organizational performance.
- B. Organizational assessments will rely principally on information collected through surveys of employees and/or managers, using individual or group interviews or written or electronic surveys.
- C. Prepare brief assessment plans (i.e., 2 to 4 pages each) in draft and final form for OEI review. Final plans shall incorporate OEI's comments on draft plans. Each assessment plan will:
 - i. state the objectives of the assessment
 - ii. present the survey method to be utilized

- iii. identify the individuals or groups to participate in the assessment and their respective roles
 - iv. describe the final report to be prepared
 - v. establish a schedule for the assessment
- D. The schedule and duration of each assessment will vary depending on the number and availability of participants, and the method or methods to be used to collect survey results.
- E. Organizational assessment results will be presented in a number of different formats including written reports, briefings, or video. The format for each assessment will be specified in the assessment plan.
 - i. Under this task, OEI anticipates requiring 2,219 hours devoted to work on assessments over the period of the task order.
 - ii. Upon completion of each assessment, the contractor shall develop a draft assessment report. This report may take the form of a written narrative or may be presented in briefing format to OEI. All reports will be presented in draft form and finalized based on comments provided by OEI.

Task 2. Executive Coaching

- A. OEI will require 3,482 hours of executive coaching services, to be conducted in both individual and group settings.
 - i. 1200 hours of individual coaching session.
 - ii. 2,282 hours of group coaching sessions for OEI managers and/or staff to address issues identified through organizational assessments, during retreats, or by OEI Senior Staff.
- B. Following each coaching session (individual or group) the contractor shall provide a brief email to the participant(s) documenting the highlights and feedback from the coaching
- C. Coaching sessions will be geared to providing each participant with direct and actionable guidance for achieving or refining their leadership goals.

Task 3. Developmental Retreats

- A. The contractor shall work in consultation with OEI to design, plan and facilitate developmental retreats for OPRO and other OEI organizational units.
- B. OEI shall require 50 retreats during the period of this task order. (Estimated hours: 50 per retreat for a total of 2500 hours)
- C. All retreats will be held in facilities to be provided by OEI.

- D. OEI estimates that 8 of the retreats will involve out of town travel.
- E. The plan for each retreat will be based on information collected during organizational assessments, supplemented as needed with additional interviews of key staff and managers outside the organization or team participating in the retreat.
- F. The contractor shall provide all materials needed for the retreat.
- G. Following each retreat, the contractor shall provide a plan for action which reflects agreements reached at the retreat.
- H. No later than 3 working days prior to the date of each retreat, the contractor shall provide a final agenda for the retreat, developed in consultation with OEI.
- I. Within five working days following the close of each retreat, the contractor shall provide a draft action plan which summarizes the follow-up steps the participants agreed to conduct. The plan will be distributed to all participants and feedback will be provided to the contractor.
- J. Within 2 working days following receipt of guidance from OEI, the contractor shall provide a final version of the action plan incorporating changes as requested by OEI.

2.4 OTHER PROPOSAL INFORMATION

2.4.1 On-site Contractor Support

☐ Yes ☒ No. The task order requires on-site contractor support.

2.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided.
Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☒ No. The task order involves the provision of GFP.

2.4.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or financial reporting.

Note: The ITS-BISS contract requires the contractors to provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information content and format of the monthly contractor progress report.

2.4.4 Period of Performance and Options Periods

 X This TO will have a Base POP starting from date of award and to January 31, 2013. This TO will have 2 Option Period(s).

X Option Period 1 will start February 1, 2013 and end January 31, 2015

X Option Period 2 will start February 1, 2015 and end January 31, 2016